

# Getting the Most from Chandler Reports

Shelby County | Commercial Online

*Covering Memphis, Germantown, Collierville, Cordova, Bartlett, Arlington, and more.*



**Chandler Reports**

The standard for premium real estate information since 1968.

[www.chandlerreports.com](http://www.chandlerreports.com)

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# Welcome to Chandler Reports

For the most in-depth, accurate data on residential and commercial property in Memphis and the Mid-South, Chandler Reports has been the gold standard for more than 35 years. What started as a way for local appraisers to share information has become the most comprehensive, unbiased property data resource in the market. All data is double-checked (often even triple-checked) for accuracy by our team of experts.

As a registered user of Chandler Reports at [www.chandlerreports.com](http://www.chandlerreports.com), you'll have access to our valuable data 24 hours a day.

The screenshot displays the Chandler Reports website interface. At the top, the logo and tagline "The standard for Mid-South real estate information since 1968" are visible. Below the navigation bar, the user is identified as "REGISTERED" with ID: 34952. The main content area is divided into several sections:

- Residential:** A list of counties including Shelby County, TN, DeSoto County, MS, Fayette County, TN, and Tipton County, TN, with a "show all" link.
- Commercial:** A similar list of counties with a "show all" link.
- NEWS & UPDATES:** A section titled "New Design" with a "MORE >>" link.
- REPORTS & ANALYSIS:** A section describing print reports and analysis with a "For a complete list of reports..." link.
- SAMPLE ANALYSIS:** A section for "Exclusively Available from Chandler Reports" with a link to "Shelby County - Q2 2006 Residential".
- Subscription Services for Real Estate Professionals:** Two columns for "RESIDENTIAL ONLINE" and "COMMERCIAL ONLINE" with "CLICK HERE TO SUBSCRIBE" buttons.
- Instant Reports for Home Buyers and Sellers:** A section with a "REPORTS" header and a "CLICK HERE TO PURCHASE" button.
- News of Business & The Public Record for Professionals:** A section for "THE DAILY NEWS" with a "CLICK HERE TO SUBSCRIBE" button.

# Commercial Overview: Shelby County, TN

Use these tools to get the information you need for commercial properties in Memphis, Arlington, Bartlett, Collierville, Cordova, Germantown, Lakeland, Millington, and any other area of Shelby County. To get started, go to [www.chandlerreports.com](http://www.chandlerreports.com). In the left-hand navigation menu, click “Shelby County, TN” under the Commercial heading. You’ll see these options:

## Property Profile **ESSENTIAL**:

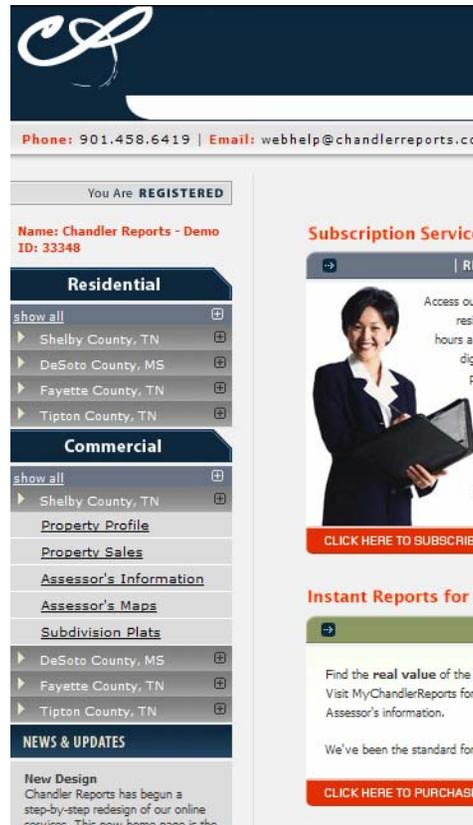
Chandler’s exclusive Property Profile offers a comprehensive single-source report on any commercial property in the county, including sale information, current physical data, financing, zoning, assessor’s data, location, ownership, property tax data, and more.

## Property Sales **ESSENTIAL**:

Chandler’s exclusive Property Sales tool lets you build a list of customized comps for commercial property sales in Shelby County back to 1987.

## Assessor’s Information:

The Assessor’s Information tool provides complete certified annual tax roll information for every year since 1998.



## Assessor’s Maps:

Also known as tax maps, Assessor’s Maps give you parcel dimensions and parcel numbers. Parcel numbers are useful in finding property profiles and comps when the property has no street address, such as a vacant lot.

## Subdivision Plats:

The Subdivision Plats tool gives you subdivision layouts which include lot numbers, lot dimensions, building setbacks, restrictions, covenants, and easements.

# Property Profile **ESSENTIAL**

**Why Use It?** Chandler's exclusive Property Profile offers a comprehensive single-source report on any commercial property in the county, including sale information, physical data, financing, zoning, assessor's data, location, ownership, property tax data, and more. Use any of these search fields:

**Address:** Type in the address number (optional) and a few letters of the street name.

## QUICK TIP

When it comes to entering addresses, less is more:

- No directions – N., South
- No thoroughfare types – St., Cove
- No punctuation – periods, dashes

For instance, you'll find 6876 Post Oak Cv. by typing "6786 Post". To find 123 East Parkway North, just type "123 Parkway."

**Property Profile**

Address

Ward-Block-Parcel

Owner's Name  ex: Smith John

If you would like to customize this report for a specific customer, please enter their name here:

**Ward-Block-Parcel:** These fields are useful when the property has no street address, such as a vacant lot. If you have the property's tax bill, do this: Eliminate the first zero and enter the next two numbers in the Ward field. Eliminate the next zero and enter the following two numbers in the Block field. Eliminate the next three zeros and enter the last two numbers in the Parcel field.

|      |       |        |
|------|-------|--------|
| 012  | 034   | 00056  |
| Ward | Block | Parcel |

To get these numbers from our Assessor's Maps, see p. 8.

**Owner's Name:** Type in part or all of the company name, or the owner's last name followed by the first few letters of the first name. (The first name is optional.) Do not enter a comma between the last and first names.

**Customizing a report:** To place a customer's name (or your own name) at the top of the report, just enter the name in the final text box of the search form.

When you're finished, click "Search."



# Property Sales ESSENTIAL

**Why Use It?** Chandler's exclusive Property Sales tool lets you build a list of customized comps for commercial property sales in Shelby County back to 1987.

**Customizing a report:** To place a customer's name (or your own name) at the top of the report, just enter the name in the final text box of the search form.

### QUICK TIP

The best place to start your search is by entering one or more zip codes and one more property types, rather than an address.

**Street Name:** Enter a street name to limit your results to a specific street.

**Address Range:** Enter a range of street numbers, such as 100-200, to limit your results to a specific area of the street.

**Zip Code(s):** Enter up to five zip codes.

**Ward-Block-Parcel or District-Map-Parcel:** If you have the property's tax bill, do this: Eliminate the first zero and enter the next two numbers in the Ward field. Eliminate the next zero and enter the following two numbers in the Block field.

Eliminate the next three zeros and enter the last two numbers in the Parcel field.

|      |   |   |       |   |   |        |   |   |
|------|---|---|-------|---|---|--------|---|---|
| 0    | 1 | 2 | 0     | 3 | 4 | 000    | 5 | 6 |
| Ward |   |   | Block |   |   | Parcel |   |   |

**Sale Price Range:** Enter a range of prices.

### QUICK TIP

To eliminate quit claims (non-arms-length sales), enter "100" in the first Sale Price Range box, since quit claims are recorded as \$10.

**Sale Date Range:** Enter a range of dates in *m/d/yyyy* format.

**Property Type(s):** Make up to four selections from a list of 58 property types in 10 categories.

**Construction Type(s):** Make up to four selections from a list of 18 construction types.

**Story Height Range:** Enter a range of story heights in feet.

**Year Built Range:** Enter a range of years in *yyyy* format.

**Building Size Range:** Enter a range of sizes in square feet.

**Building \$/SqFt Range:** Enter a range of sale prices per square foot.

**# of Units range:** Enter a range of number of units.

**Price/Unit Range:** Enter a range of sale prices per unit.

### QUICK TIP

When entering a dollar amount, don't include a dollar sign, commas, or cents. "10000" will work but "\$10,000.01" won't.

**Anticipated Land Use(s):** Make up to four selections from a list of 58 land use types in 10 categories.

**Lot Size Range:** Enter a range of lot sizes, then choose square feet or acres.

**Land Price Per:** Enter a range of land prices per unit of measure, then choose square feet or acres.

**Zoning Overlay:** Make up to two selections from a list of 15 zoning overlay types, such as flood zone and historic.

**Mortgage Amount:** Enter a range of mortgage amounts.

**Maturity Date:** Enter a range of mortgage maturity dates in *mm/dd/yyyy* format.

### QUICK TIP

A combination of just two or three search fields will often result in a better set of sales comparables.

**Grantor (Seller) and Grantee (Buyer):** Type in part or all of a company name, or an individual's last name followed by the first few letters of the first name. (The first name is optional.) Do not enter a comma between the last and first names.

**Deed#:** Enter the deed number if known to find a specific sale.

**Sort Results By:** Sort by address, sale date, deed number, or selling price.

When you're finished, click "Search."

## Property Sales: Report

Once you click “Search,” you’ll receive a list of all properties that match your search criteria. The list includes address, lot size, building size, zip code, sale price, sale date, and a recent photo of the property (where available). To view details on a single property, click the address. To view multiple properties, check the “Select” box next to the properties you want, then click “View Selected.” (You can click “Select All” and then “View Selected” to view all properties on your results page.)

Once you click “View Selected” you’ll receive a printable Property Sales report on all the properties you chose. The report includes the following information on each property:

- **Sale Information:** Amount and date of the sale along with buyer and seller. If the sale took place in 2001 or later, click the deed number for an image of the actual deed document.
- **Improvement:** Any structures or other improvements on the property, including square footage, price per square foot, and a description.
- **Lot:** The size of the lot (in square feet or acres) along with the dimensions. If a lot has an irregular shape, the frontage will be listed and a sketch of the lot will be shown..
- **Financing:** Mortgage amount, lender, and maturity date.
- **Zoning:** Zoning type and zoning map page reference.
- **Assessor’s Data:** Parcel ID and assessor’s map page reference. Where available, click the parcel ID for complete assessor’s information (see p. 7).
- **Location:** Street corner and intersection quadrant.
- **Remarks:** Building occupant, history, noteworthy details of financial transactions and other information supplied by Chandler Reports’ experienced staff.

If you click an address to view a single property, you’ll also get the option to map it on Chandler’s GIS Map. The map displays an aerial photo with an overlay of parcel numbers, property lines, and lot dimensions. Use the controls to zoom in or out, select another parcel, show or hide overlays, and much more.

6075 POPLAR AVE , 38119

Sale Information: ON 5/31/2001 FROM NEW CRESCENT CENTER CORP TO CRESCENT FORUM PARTNERSHIP

Improvement Type: 9 STORY PRECAST CONCRETE OFFICE BUILDING BUILT IN 1986

Building Size: 410,535 SQFT - /SQFT

Lot Size: 10.18 ACRES (PER DEED)

Lot Dimensions: 715.9/850.71 X 501.55/657.24

Financing: \$23,500,000 BY OTHER DUE 6/11

Zoning: General Office (O-G) MAP PAGE: 215

Assessor's Data: [091002 0005C](#) - MAP PAGE K-29  
DEED: LB8490 - RECORDED 6/2001

Location: SW CORNER OF POPLAR & RIDGEWAY CRESCENT CENTER

Remarks: QUIT CLAIM DEED OF CONFIRMATION. NO \$\$ . GENE GROSECLOS SIGNED ALL DOCUMENTS FOR SELLER & BUYER. LENDER IS THE VARIABLE ANNUITY LIFE INS CO. RELATED DEED LB 8495. VERIFY SIZE OF BLDG, BELIEVE ADDITIONAL 318,308 SF IN PARKING GARAGE. TAX BILLS TO PURCHASER: 1801 FOREST HILLS BLVD, BELLA VISTA, AR 72715



## Assessor's Information

**Why Use It?** The Assessor's Information tool provides complete certified annual tax roll information for every year since 1998. Chandler Reports offers even more detail on commercial properties than the assessor's own website. First select a year, then use any of these search fields:

**Address:** Type in the address number (optional) and a few letters of the street name.

### QUICK TIP

When it comes to entering addresses, less is more:

- No directions – N., South
- No thoroughfare types – St., Cove
- No punctuation – periods, dashes

For instance, you'll find 6876 Post Oak Cv. by typing "6786 Post". To find 123 East Parkway North, just type "123 Parkway."

The screenshot shows a web form titled "Assessor's Information". It contains the following fields and controls:

- Address:** A text input field.
- Owner's Name:** A text input field.
- Ward-Block-Parcel:** Three small text input fields labeled "Ward", "Block", and "Parcel".
- City/Jurisdiction:** A dropdown menu with "(All of Shelby County)" selected.
- Property Class:** A dropdown menu with "(All Property Classes)" selected.
- Land Use:** A dropdown menu with "(All Land Uses)" selected.
- Buttons:** "Search" and "Clear" buttons.

**Owner's Name:** Type in the last name, followed by the first few letters of the first name. (The first name is optional.) Do not enter a comma between the last and first names.

**Ward-Block-Parcel:** These fields are useful when the property has no street address, such as a vacant lot. If you have the property's tax bill, do this: Eliminate the first zero and enter the next two numbers in the Ward field.

|      |       |        |
|------|-------|--------|
| 012  | 034   | 00056  |
| Ward | Block | Parcel |

Eliminate the next zero and enter the following two numbers in the Block field. Eliminate the next three zeros and enter the last two numbers in the Parcel field.

To get these numbers from our Assessor's Maps, see p. 8.

**City/Jurisdiction:** Choose from any of the county's seven incorporated cities, just unincorporated areas, or the entire county.

**Property Class:** Choose from all Property Classes, Commercial, Exempt, Farm/Agricultural, Industrial, Mixed Use, Residential, or Utilities.

**Land Use:** Narrow your search by choosing from dozens of land uses, or select all uses.

When you're finished, click "Search."

Once you click "Search," you'll receive a list of all parcels that match the search options you chose. Click on any parcel number to receive a report listing all available assessor's information for that property. The report includes parcel information, a legal description, owner information, appraisals and assessments, sales data, building permits, land information, any improvements or additions, interior and exterior information, residential building information (where applicable), and more.

## GIS & Assessor's Maps

**Why Use It?** Also known as tax maps, Assessor's Maps give you lot dimensions and parcel numbers. Parcel numbers are useful in finding property profiles and comps when the property has no street address, such as a vacant lot. Use any of these search fields:

**Map Number:** Enter a map number from the Shelby County Index Map. View the map by clicking the link at the bottom of the search tool.

**Address:** Type in the address number (optional) and a few letters of the street name.

**Ward-Block-Parcel:**

|      |       |        |
|------|-------|--------|
| 028  | 019   | 00027  |
| Ward | Block | Parcel |

These fields are useful when the property has no street address, such as a vacant lot. If you have the property's tax bill, do this: Eliminate the first zero and enter the next two numbers in the Ward field. Eliminate the next zero and enter the following two numbers in the Block field. Eliminate the next three zeros and enter the last two numbers in the Parcel field.

To get these numbers from the Assessor's Map, see below.

**Owner's Name:** Type in the last name, followed by the first few letters of the first name. (The first name is optional.) Do not enter a comma between the last and first names.

**Viewing the county index map:** Both links below the "Next" button will take you to a PDF document showing the Shelby County Index Map. You can use this map to identify a map page number to enter into the Map Number field.

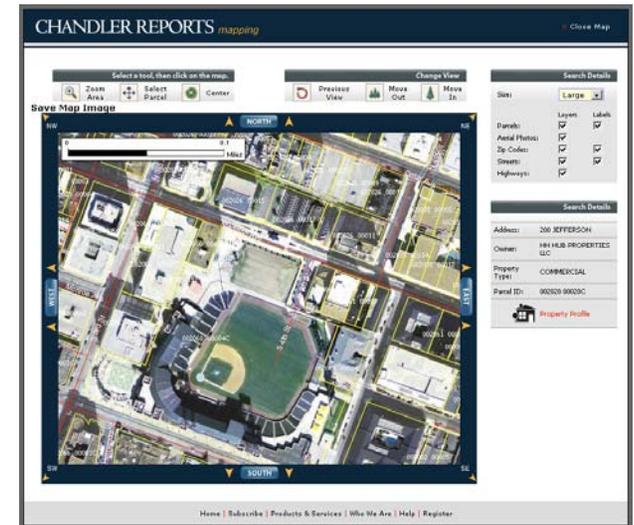
When you're finished, click "Next."

### QUICK TIP

When it comes to entering addresses, less is more:

- No directions – N., South
- No thoroughfare types – St., Cove
- No punctuation – periods, dashes

For instance, you'll find 6876 Post Oak Cv. by typing "6786 Post". To find 123 East Parkway North, just type "123 Parkway."



- **Chandler GIS Mapping with parcels** (shown above) displays an aerial photo with an interactive overlay of parcel numbers, property lines, and lot dimensions.
- **Tax Map (tif format)**, also known as the assessor's map, displays a line-drawing map of the parcel's property lines.
- **MapQuest street map** displays an interactive street map of the property.

Once you click "Search," you'll receive a list of all parcels that match the search options you chose. For each parcel, you can choose to view the Assessor's Map or our own interactive Chandler GIS Map:

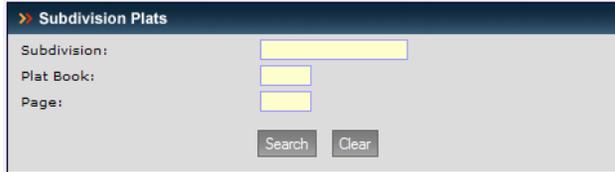
- The Assessor's Map (in TIF format) displays a line-drawing map of the parcel's property lines. **You can use the Assessor's Map to piece together a complete parcel number.** First, look at the table at bottom right for the ward number. Next, look for the big circled number that covers the parcel's block for the block number. Finally, look for the small underlined number at the top right of the parcel for the parcel number (which is not necessarily the same as the original developer's lot number). Our own Chandler Maps (see below) display the complete parcel number without the need to piece it together.
- The Chandler Map or GIS map displays an aerial photo with an overlay of parcel numbers, property lines, and lot dimensions. Use the controls to zoom in or out, select another parcel, show or hide overlays, and much more.

## Subdivision Plats

**Why Use It?** The Subdivision Plats tool gives you subdivision layouts which include lot numbers, lot dimensions, building setbacks, restrictions, covenants, and easements. Use any of these search fields:

**Subdivision:** Enter the name of the subdivision if you know it.

**Plat Book** and **Page:** If you have the complete deed for the property, you can enter a plat book and page rather than the subdivision name. Look in the deed's legal description for the book and page, or look at the assessor information for the property.



The screenshot shows a web form titled "Subdivision Plats". It contains three input fields: "Subdivision:", "Plat Book:", and "Page:". Each field is currently empty. Below the fields are two buttons: "Search" and "Clear".

When you're finished, click "Search."

Once you click "Search," you'll receive a list of all plats that match your search criteria. Click any plat on the list to view a preview image of the subdivision plat. Click the preview image to view a full-size TIF image.

### QUICK TIP

To view the full-size Subdivision Plat images, you'll need image viewing software capable of displaying TIF images. For software options, see "Tax Maps and Subdivision Plats" (p. 1) in the Appendix.

# Appendix

## Why can't I find an address?

When it comes to entering addresses, less is more:

- No directions like N. or South
- No thoroughfare types like St. or Cove
- No punctuation like periods or dashes

For instance, you'll find 6876 Post Oak Cv. by typing "6786 Post" or even just "Post." To find 123 East Parkway North, type "123 Parkway." If more than one property fits this stripped-down address, you can choose the correct property from the search results.

**How do I locate an address by typing in the owner's name?**

Make sure you are typing in the last name first. Try typing in the last name followed by only the first few letters of the first name. (The first name is optional.) Do not enter a comma between the last and first names or use any other punctuation when typing in a name.

**Do I have to register to use MyChandlerReports.com?**

If you're being asked to register your computer, that means you're trying to access our professional subscription services. The professional service gives you unlimited access to Chandler data based on a monthly subscription price. If you're already a subscriber and just need to register your computer, see "Registration" below. If you're not yet a subscriber, email [sales@chandlerreports.com](mailto:sales@chandlerreports.com) or call us at 901.458.6419.

# Registration

To register your computer to use Chandler Reports subscription services, visit [www.chandlerreports.com/Site/Register.asp](http://www.chandlerreports.com/Site/Register.asp).

Note: During the registration process, a small bit of information, called a cookie, is placed on your computer via your Web browser. The cookie identifies you as an authorized user. Each computer you register uses one of the licenses you have purchased. For more pricing information see the Products & Services page at [www.chandlerreports.com/Site/Products.asp](http://www.chandlerreports.com/Site/Products.asp).

If you are having trouble registering, please check each of the following issues:

- 1. The Chandler Reports cookie on your Web browser may have been deleted.** If so, then you will need to re-register your computer at [www.chandlerreports.com/Site/Register.asp](http://www.chandlerreports.com/Site/Register.asp). You may have deleted your computer's cookies if you were trying to free disk space, fix a problem with your Web browser, or, for privacy reasons, deleting the history of Web sites you've visited.  
  
Check to see if your Chandler Reports cookie has been erased. In Internet Explorer, do the following:
  - Select Tools
  - On the General tab, click Settings...
  - Click View Files...
  - Click the column heading titled Name to sort the files alphabetically
  - Scroll down and look for a file called Cookie: [your Windows login name]@www.chandlerreports.com (for example, if your Windows login is "jsmith" then your Chandler cookie will be called "jsmith@www.chandlerreports.com")
  - If there is no Chandler cookie, you must re-register your computer.
- 2. You may be logged on to Windows using a different user name** than the one you used when you registered with Chandler Reports. Most computers will allow different people to log onto the same computer under different names. Try logging out of Windows and then logging in with the same user name that you used when you first registered. Go to the Start menu, click "Log Off," click "Switch User," then enter the user name.
- 3. Your security software or firewall may be blocking cookies.** Make sure you are not running any type of security software or firewall that is preventing your computer from accepting cookies.
- 4. You may be using an older incompatible Web browser.** Be sure your Web browser meets the minimum software requirements listed in the "Minimum Software & Computer Requirements" below.
- 5. You may be mistyping your user name or password.** If you have forgotten your user name or password, email [webhelp@chandlerreports.com](mailto:webhelp@chandlerreports.com) or call us at 901.458.6419.

# Minimum Software & Computer Requirements

## Web Browsers

In order to use Chandler Reports, you must have a Web browser with JavaScript and frames enabled. To turn on JavaScript in Internet Explorer, do the following:

- Select Tools
- Select Custom Level...
- Under Active Scripting, select Enable

Your browser must allow the use of cookies. In Internet Explorer, do the following:

- Select Tools
- Select the Privacy tab
- Set your Privacy level so that you are not blocking all cookies.

We highly recommend that you use the newest version of your Web browser software, such as Internet Explorer 6, Mozilla FireFox 1.5, or Netscape Navigator 8.0. Earlier versions of these browsers may cause problems using Chandler Reports and other Web sites.

## Hardware (Computers & Monitors)

We recommend a computer with at least 64MB of RAM and a processor speed of at least 500Mhz. Computers that are under this requirement will be able to access Chandler Reports, but are likely to perform slowly when searching and displaying our information.

We recommend that your monitor be set to hi-color mode and that its dimensions be set to at least 1024 x 768. To change your monitor's settings in Windows, do the following:

- Select Start
- Select Control Panel
- Select Display
- Select the Settings tab
- Slide the Screen Resolution to 1024 x 768.
- Under Color Quality, select Highest (32-bit).

## America Online (AOL) Users

If you are an AOL user, you must be using version 4.0 or greater. There are many variations of AOL 4.0 and some of the older variations have known bugs regarding the use of cookies. If you are having problems, a good first step is to upgrade your AOL to a newer version.

## Tax Maps and Subdivision Plats

If you plan to download Tax Assessor Maps or Subdivision Plats from Chandler Reports, you must have image viewing software capable of displaying TIF images. We recommend **Prizm Browser-Based Image Viewer from TMSSequoia**. Purchase a full version or download a trial version at [www.pegasusimaging.com/prizmviewerdownload.htm](http://www.pegasusimaging.com/prizmviewerdownload.htm).

Other options include:

- Microsoft Office Document Imaging (included with many Windows computers)
- Corel Paint Shop Pro, available for purchase at [www.corel.com](http://www.corel.com)
- Adobe PhotoShop, available for purchase at [www.adobe.com](http://www.adobe.com)
- Adobe ImageReady, available for purchase at [www.adobe.com](http://www.adobe.com)
- Alternatiff.com, available free at [www.alternatiff.com](http://www.alternatiff.com)



## Contacts

**For help in using the website, please contact:**

Online: [www.chandlerreports.com/Site/Help.asp](http://www.chandlerreports.com/Site/Help.asp)

Email: [webhelp@chandlerreports.com](mailto:webhelp@chandlerreports.com)

Phone: 901.458.6419

**For customer service and data corrections, please contact Jennifer Burda:**

Email: [jburda@chandlerreports.com](mailto:jburda@chandlerreports.com)

Phone: 901.458.6419

**For billing and accounting questions, please contact Lynette Smith:**

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**To purchase a subscription to Chandler Reports, please contact Melinda Pittman:**

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